



UTS: UNIVERSITY GRADUATE SCHOOL

ENROLMENT FOR NEW RESEARCH STUDENTS IN AUTUMN 2009
Please ensure you carefully read all information contained on this sheet

Further to your offer of admission to candidature at UTS in a Higher Degree by Research course, this is to advise you on how to participate in a mail enrolment for 2009. There is no need for you to attend a formal enrolment session at the University, but please follow the procedures outlined in this letter to complete the process.

You will become formally enrolled for AUTUMN 2009 upon:

- checking the enclosed personalised Enrolment form (and contacting your Faculty where required);
- signing the declaration on that form (bottom right declaration);
- signing the offer letter; and
- returning the documents in the enclosed reply-paid envelope to the University Graduate School, by

FRIDAY 19 DECEMBER 2008

If you are offered an RTS place, the Australian government will pay your tuition fees for up to the maximum period of time allowed to complete your study. Detailed information in relation to your study period is mentioned in the offer letter.

If you are offered a full fee paying place, you will be mailed a fees invoice from the Fees Office after you are enrolled on our database system (i.e. after you return your form). Please contact the Faculty for detailed information on tuition fees.

PLEASE NOTE THAT YOUR CANDIDATURE STARTS ON THE FIRST DAY OF AUTUMN SEMESTER, WHICH IS THURSDAY 1 JANUARY 2009

CHECKLIST

1. Changes to Personal Details

Check your name, date of birth, gender, permanent home and semester addresses (do not forget to indicate the correct postal address for all university correspondence), postcode, and current course information. To make changes, write the correct information onto your enrolment form. Changes to your name, gender or date of birth require documentary evidence. Generally a certified photocopy of your passport or driver's licence will suffice.

2. Subjects for Autumn 2009

Ensure that your **academic program** is correct. The subjects that appear on this enrolment form are as per the advice received from your Faculty when your admission was approved.

If you need to make any changes to the subjects or attendance pattern showing on the form, you will need **academic approval first**. If you choose to record these changes directly onto your Enrolment form you must first get it signed as *Approved* in the *Faculty/School Nominee* section on the form, before returning it to UGS. (Contacts are on the enclosed sheet.)

Alternatively, you can return your Enrolment form without making the changes on the form and contact your Faculty later about changing your subjects. Please note that all changes **must** be finalised **before** the HECS Census date of the relevant semester (for Autumn this is 20 March and for Spring, 21 August).

NB: All **Doctor of Juridical Science** students in the Faculty of Law must submit their enrolment form with the nominated electives to Andrea Myles at the Faculty of Law. For further information on electives and their availability, please contact Andrea via telephone at 9514 3753 or via email at Andrea.Myles@uts.edu.au

3. Statistical Information

Complete the statistical information session of the enrolment form. (Note: there is more detailed information pertaining to Citizenship/Residency status and Student Disabilities on the back of the form.) Ensure you make any necessary adjustments to the Residency Status section.

OTHER IMPORTANT INFORMATION

1. ID Cards and Travel Concessions

Once the enrolment will be completed, UGS will advise you the process of how to apply for your student ID card, as well as the travel concessions.

Local students are eligible for a Travel Concession if they are enrolled full-time over the year, and provided they are not in receipt of remuneration (excluding Austudy, Abstudy or Youth Allowance). Eligibility for a travel concession will be indicated by a symbol displayed on the student ID card.

2. Academic Advice

If you need academic advice please contact your Faculty directly. Contacts are on the enclosed sheet. For any other enquiries please contact the University Graduate School.

3. Other Items of Interest

Please visit the UGS website for invaluable information about your candidature at UTS, including the workshops that are held throughout the year.

The website also contains STAR (Skills to Advance Your Research), a web-based resource that has been designed to support postgraduate research students. It aims to help students to develop skills needed for research and writing of the thesis and other associated scholarly work. It provides access both to resources that students can use on a self-help basis to develop a particular skill or know-how, and to places or people who can help in gaining the know-how.

4. Contact details of the University Graduate School

Street Address: Level 7, Building 1, City Campus, UTS

Postal Address: PO Box 123, Broadway, 2007

Website: <http://www.gradschool.uts.edu.au>

Email: ugs@uts.edu.au

Ph: (02) 9514 1521/1526/1770

Fax: (02) 9514 1588